



# HUMAN RESOURCES DIVISION



# AGENDA

HRD Functions

Officer/Enlisted Requisitions

Sponsorship

In/Out Processing

Finance

Leaves/Passes

UCMJ



# AGENDA Cont'

Records Update

Promotion Update

Enlisted Evaluations

Extensions & Stabilizations

Retirements

Awards



# HUMAN RESOURCE DIVISION

MAJ Hildreth  
Chief, HRD  
Officer Requisitions  
788-5768

SFC Alaniz  
NCOIC, HRD  
NCO Requisitions  
Government Leased  
Housing  
788-5508

COM: (757)

DSN: 680

SSG Bridgeman  
Personnel Actions  
Retirements  
In/Out-processing  
Reassignments  
788-5899

SSG Marrero  
OERs/NCOERs  
PERSTEMPO  
Security Manager  
Promotions  
788-5949

SGT Perreau  
Awards  
Leaves  
Finance  
788-5547



# HRD Functions

- Title X and XI personnel support
- Personnel requisitions/assignment issues
- Ensure in/out processing
- Rating Schemes/Evaluation reports
- Awards program



# HRD Functions Cont'

- Unit Manning Roster
- Personnel reports
- Leaves
- Security Manager



# PSD Functions

- Title X and XI personnel support
  - Serves as the directorate POC for all assigned personnel
- Requisition Authority for TRADOC Title XI Program
  - Serves as liaison with PERSCOM on all assignments
  - Must coordinate all movements with PSD



# PSD Functions

## Cont'

- Ensure in/out processing - Currently, out processing conducted at Ft. Monroe.
- Personnel reports – Sends out monthly personnel report to field that includes all personnel actions
- Security Manager – Tracks all security clearances and assists personnel who need to update them





# OFFICER/ENLISTED REQUISITIONS

- Requisitions are submitted to DA at least 13 months prior to Soldier's stabilization end date. Earlier for officers based on officer requisition cycle dictated by Officer Distribution Branch.
- HRD closely monitors the requisition process through internal suspense system.
- Validated requisitions distributed to the appropriate branch, incumbent Title XI placed on assigned instructions.



# SPONSORSHIP

- HRD notifies Proponent School Senior Title XI of in-bound Soldier(s).
- Senior Title XI assigns sponsor and notifies unit.
- HRD sends welcome letters to all incoming Soldiers with sponsor information.



# IN/OUT PROCESSING

- Title XI Soldier reports to duty unit and contacts HRD upon arrival. Fax orders and leave form (757) 788-5719.
- Soldiers are authorized 10 days permissive TDY.
- Not authorized “any” TDY prior to in-processing at Ft. Monroe.
- All Title XIs must travel to Ft. Monroe to out-process.



# FINANCE

- Soldiers obtain a PIN for MY Pay. Use service to view and print your LES and Travel Vouchers, update Thrift Savings Plan.
- Sign up and renew PIN at: <http://mypay.dfas.mil>.
- Send all finance requests to HRD, TASSD for processing



# FINANCE

## Cont'

- Soldiers attached to Proponent Schools and Centers receive support from host installation.
- Allotments: Fax original forms with supporting documents to HRD NLT the 10<sup>th</sup> of each month.
- Email questions on general issues to Mrs. Corbett: [shirell.corbett@us.army.mil](mailto:shirell.corbett@us.army.mil)



# LEAVES/PASSES

- Ordinary Leave: complete DA 31, route through supervisor for approval, send to HRD 21 days in advance for processing and approval.
- Authorized permissive TDY in conjunction with PCS.
- Retirement leave and ordinary leave in excess of 30 days must be approved by the Fort Monroe Garrison Cdr.



# LEAVES/PASSES

## Cont'

- Title XI Soldiers attached to Proponent Schools and Centers follow leave and pass policies established by the commander of their host center/installation. Provide HRD a copy of approved leave.
- Emergency leave processed within six hours. After duty hours, contact Senior Title XI who will contact HRD.



# UNIFORM CODE of MILITARY JUSTICE (UCMJ)

- TASS Bn Title XIs
  - fall under (RC) Battalion for generation administration of military justice to include Article 15 and Special/Summary Courts-Martials.
  - Fall under US Army Combined Arms Center, Fort Leavenworth for General Courts-Martial Jurisdiction.
- Center/Proponent Center Title XIs – fall under unit of attachment for all UCMJ.





# RECORDS UPDATE

- Enlisted record updates for DA centralized promotions done online at:  
<https://www.hrc.army.mil/site/erec/index.htm>
- Soldiers not authorized travel to Fort Monroe to review and update records.
- Officers required to sign “board ORBs. Done either at Ft. Monroe MILPO or nearest MILPO.
- DA photos taken at nearest Army Photo Lab.



# PROMOTION UPDATE

- All Senior Enlisted Promotion Boards are automated.
- Soldiers not authorized to travel to Fort Monroe to view/update records for DA Promotion Boards.
- Promotion eligible Title XIs will go online to:  
<https://www.hrc.army.mil/site/erec/index.htm>  
to view promotion file (OPMF, Promotion ERB, DA Photo)
- Follow directions to validate ERB.



# PROMOTION UPDATE

## Cont'

- Incorrect record, print ERB, make pen changes, and fax ERB with supporting documentation to HRD.
- Within 48-72 hours review promotion file. Validate corrected ERB. If ERB cannot be corrected at installation level, then “validate with error” and give brief explanation in appropriate remarks box.
- Validation is equivalent to a signing ERB.



# ENLISTED EVALUATIONS

- Completed IAW AR 623-205.
- Excellent ratings must be quantitatively justified.
- Proponent School and TASS Bn Title XI NCOERs processed through TASSD.
- Processed NCOER viewed and printed by the rated soldiers on his/her online OMPF 14 days after processing.



# ENLISTED EVALUATIONS

## Cont'

- Suspense: draft NCOER – submit to TASSD NLT 15 days prior to report's end date.
- Email “packaged” DA 2166-8 draft to HRD for review.
- Print evaluation (military-flip style), sign and mail original to TASSD for processing.



# ENLISTED EVALUATIONS

## Cont'

- If TASSD in the rating chain, final copy faxed back to the Soldiers for records.
- Signed-original NCOER – submit to TASSD NLT 30 days after report's end date (last day of the last month covered by the NCOER).
- While raters/senior raters/reviews are responsible for submission of evaluations, rated individual has the greatest interest in seeing his/her report finished correctly and submitted in a timely manner



# EXTENSION & STABILIZATION

- Submit requests 14 months prior to stabilization end date.
- High School Senior Program requires letter from school along with DA 4187.



# RETIREMENTS

- Submit retirements requested to HRD 13 months prior to requested retirement date.
- Retirement date will be end of month.
- Submit DA 31 for leave/PTDY with request for retirement.





# RETIREMENTS

## Cont'

- Authorized 20 days PTDY; OCONUS authorized 30 days PTDY.
- Memo or DA 4187 states Soldier's choice of Transition Point, coordinate with Fort Monroe MILPO and desired Transition Point.



# AWARDS

- Awards are processed at Fort Monroe through TASSD.
- Suspense for signed DA 638 to TASSD is 70 days prior to presentation date.
- Strong bullets to support desired award.



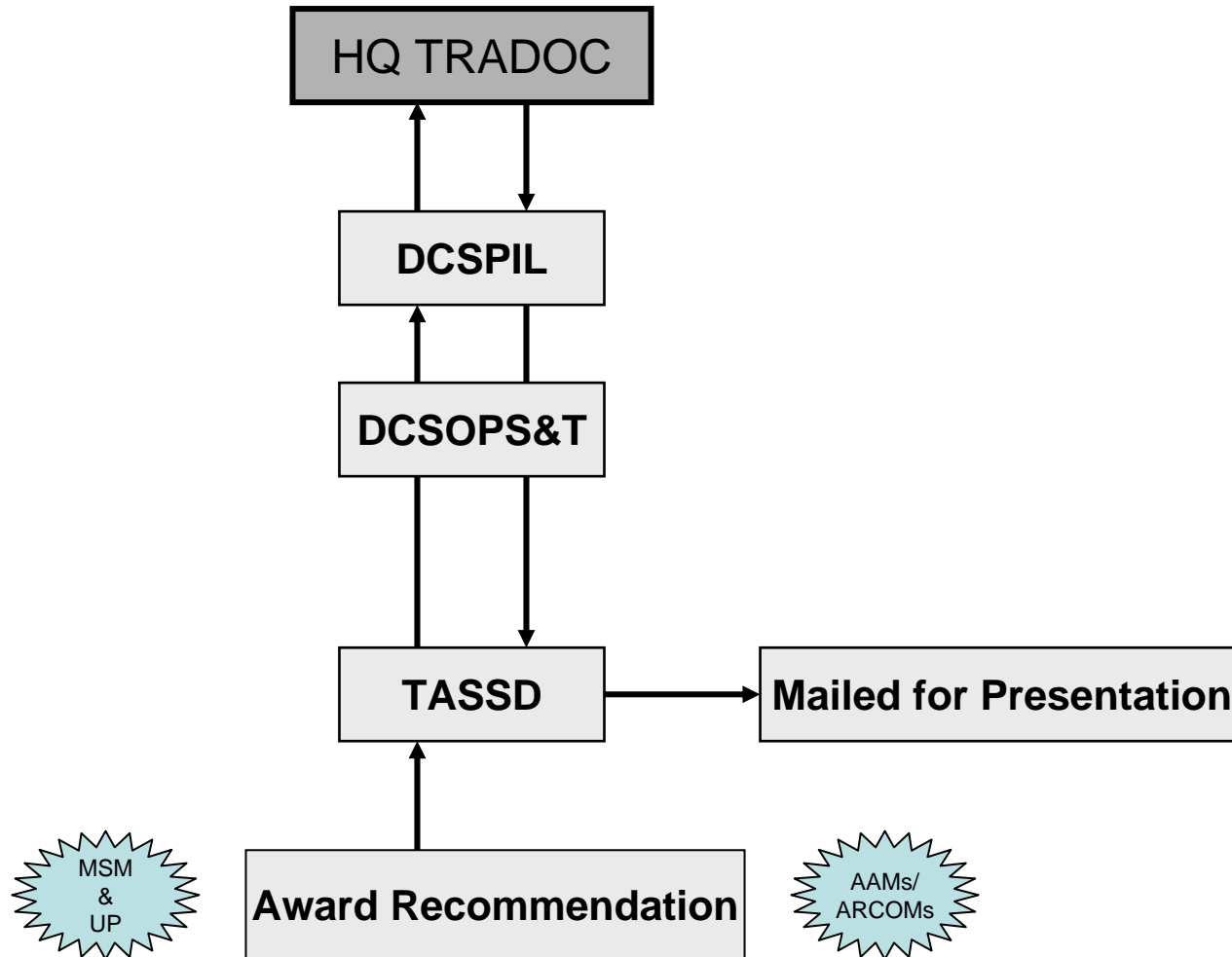
# AWARDS

## Cont'

- “Packaged” DA Form 638 draft (narrative and proposed citation attached for LOM) will be emailed to HRD for review and returned.
- Recommender prints the award, signs and mail original to TASSD for processing.  
Approved DA 638/Certificate will be mailed to recommender or proponent for presentation.



# Awards



- ✓ 70 days for Awards
- ✓ Goal is to present to soldier prior to leaving organization



# Questions?